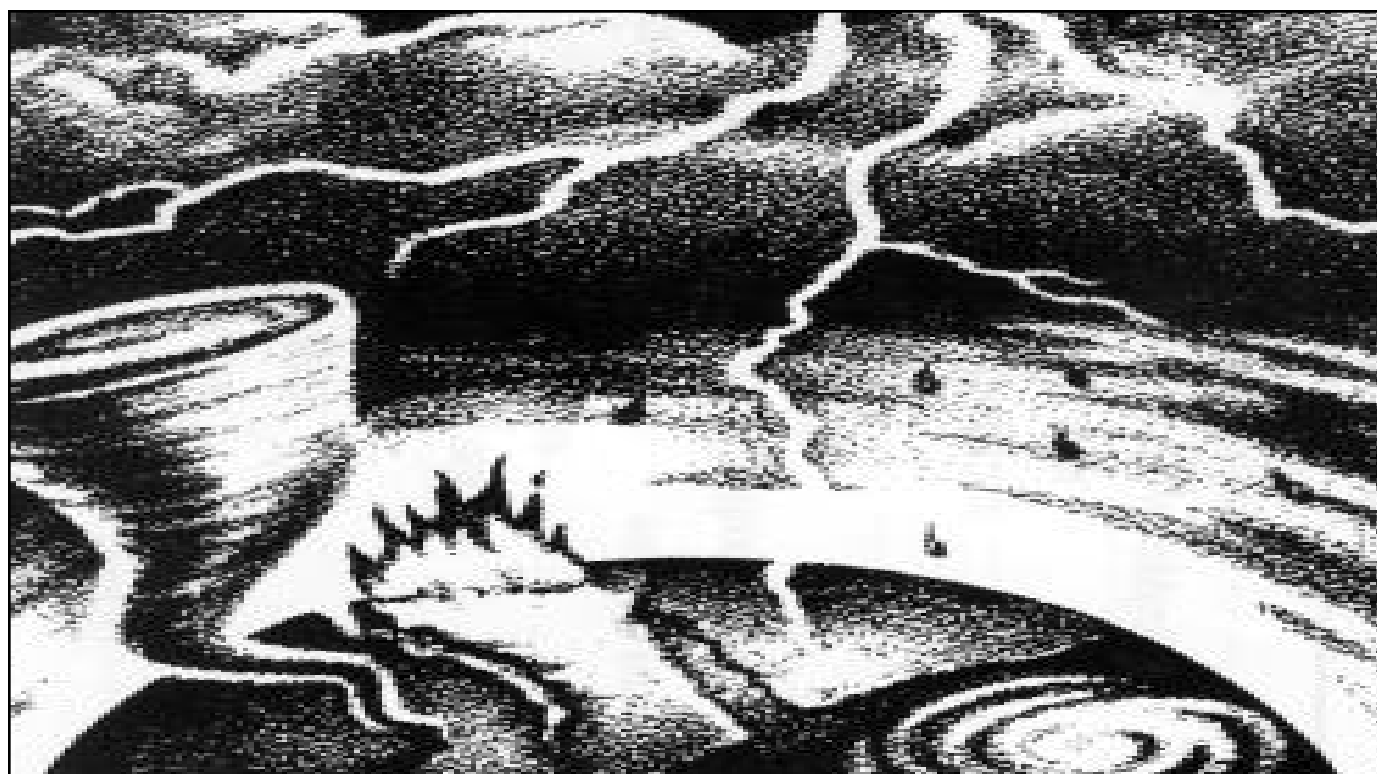


**TORNADO • FLASH FLOOD • EARTHQUAKE • WINTER STORM**

# Emergency Preparedness **GUIDELINES**



Federal Emergency  
Management Agency



**American  
Red Cross**

**HURRICANE • FIRE • HAZARDOUS MATERIALS SPILL**



# Emergency Preparedness GUIDELINES



**T**he next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency.

Learn how to protect yourself and cope with disaster by planning ahead. This

checklist will help you get started. Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone will see it — on the refrigerator or bulletin board.

For additional information about how to prepare for hazards in your community, contact your local emergency management or civil defense office and American Red Cross chapter.

## Emergency Checklist

### Call Your Emergency Management Office or American Red Cross Chapter

- ☐ Find out which disasters could occur in your area.
- ☐ Ask how to prepare for each disaster.
- ☐ Ask how you would be warned of an emergency.
- ☐ Learn your community's evacuation routes.
- ☐ Ask about special assistance for elderly or disabled persons.

#### Also ...

- ☐ Ask your workplace about emergency plans.
- ☐ Learn about emergency plans for your children's school or day care center.

### Create an Emergency Plan

- ☐ Meet with household members. Discuss with children the dangers of fire, severe weather, earthquakes and other emergencies.
- ☐ Discuss how to respond to each disaster that could occur.

- ☐ Discuss what to do about power outages and personal injuries.
- ☐ Draw a floor plan of your home. Mark two escape routes from each room.
- ☐ Learn how to turn off the water, gas and electricity at main switches.
- ☐ Post emergency telephone numbers near telephones.
- ☐ Teach children how and when to call 911, police and fire.
- ☐ Instruct household members to turn on the radio for emergency information.
- ☐ Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- ☐ Teach children how to make long distance telephone calls.
- ☐ Pick two meeting places.
  - 1) A place near your home in case of a fire.
  - 2) A place outside your neighborhood in case you cannot return home after a disaster.
- ☐ Take a basic first aid and CPR class.
- ☐ Keep family records in a water and fire-proof container.

### Prepare a Disaster Supplies Kit

Assemble supplies you might need in an evacuation. Store them in an easy-to-carry container such as a backpack or duffle bag.

#### Include:

- ☐ A supply of water (one gallon per person per day). Store water in sealed, unbreakable container. Identify the storage date and replace every six months.
- ☐ A supply of non-perishable packaged or canned food and a non-electric can opener.
- ☐ A change of clothing, rain gear and sturdy shoes.
- ☐ Blankets or sleeping bags.
- ☐ A first aid kit and prescription medications.
- ☐ An extra pair of glasses.
- ☐ A battery-powered radio, flashlight and plenty of extra batteries.
- ☐ Credit cards and cash.
- ☐ An extra set of car keys.
- ☐ A list of family physicians.
- ☐ A list of important family information: the style and serial number of medical devices such as pacemakers.
- ☐ Special items for infants, elderly or disabled family members.

# Emergency Plan

## Out-of-State Contact

Name \_\_\_\_\_

City \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Local Contact

Name \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Nearest Relative

Name \_\_\_\_\_

City \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Family Work Numbers

Father \_\_\_\_\_ Mother \_\_\_\_\_

Other \_\_\_\_\_

## Emergency Telephone Numbers

In a life threatening emergency, dial 911 or the local emergency medical services system number.

Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_

Hospital \_\_\_\_\_

## Family Physicians

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

## Reunion Locations

1. Right outside your home \_\_\_\_\_

\_\_\_\_\_

2. Away from the neighborhood, in case you cannot return home \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Route to try first \_\_\_\_\_

\_\_\_\_\_

## Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- ☐ Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)\*
- ☐ Keep at least a three-day supply of water for each person in your household.

## Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

\* Include a selection of the following foods in your Disaster Supplies Kit:

- ☐ Ready-to-eat canned meats, fruits and vegetables
- ☐ Canned juices, milk, soup (if powdered, store extra water)
- ☐ Staples — sugar, salt, pepper
- ☐ High energy foods — peanut butter, jelly, crackers, granola bars, trail mix
- ☐ Vitamins
- ☐ Foods for infants, elderly persons or persons on special diets
- ☐ Comfort/stress foods — cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags

## First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid Kit\* should include:

- ☐ Sterile adhesive bandages in assorted sizes
- ☐ 2-inch sterile gauze pads (4-6)
- ☐ 4-inch sterile gauze pads (4-6)
- ☐ Hypoallergenic adhesive tape
- ☐ Triangular bandages (3)
- ☐ 2-inch sterile roller bandages (3 rolls)
- ☐ 3-inch sterile roller bandages (3 rolls)
- ☐ Scissors
- ☐ Tweezers
- ☐ Needle
- ☐ Moistened towelettes
- ☐ Antiseptic
- ☐ Thermometer
- ☐ Tongue blades (2)
- ☐ Tube of petroleum jelly or other lubricant
- ☐ Assorted sizes of safety pins
- ☐ Cleansing agent/soap
- ☐ Latex gloves (2 pair)
- ☐ Sunscreen

### Non-prescription drugs

- ☐ Aspirin or nonaspirin pain reliever
- ☐ Anti-diarrhea medication
- ☐ Antacid (for stomach upset)
- ☐ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- ☐ Laxative
- ☐ Activated charcoal (use if advised by the Poison Control Center)

\* = supplies most needed

Contact your local American Red Cross chapter to obtain a basic first aid manual.

## Tools and Supplies

- |   |   |
|---|---|
| <input type="checkbox"/> Mess kits, or paper cups, plates and plastic utensils* | <input type="checkbox"/> Needles, thread                                      |
| <input type="checkbox"/> Emergency preparedness manual*                         | <input type="checkbox"/> Medicine dropper                                     |
| <input type="checkbox"/> Battery operated radio and extra batteries *           | <input type="checkbox"/> Shut-off wrench, to turn off household gas and water |
| <input type="checkbox"/> Flashlight and extra batteries *                       | <input type="checkbox"/> Whistle  |
| <input type="checkbox"/> Cash or traveler's checks, change*                     | <input type="checkbox"/> Plastic sheeting                                     |
| <input type="checkbox"/> Non-electric can opener, utility knife*                | <input type="checkbox"/> Map of the area (for locating shelters)              |
| <input type="checkbox"/> Fire extinguisher: small canister, ABC type            |   |
| <input type="checkbox"/> Tube tent  |   |
| <input type="checkbox"/> Pliers   |   |
| <input type="checkbox"/> Tape   |   |
| <input type="checkbox"/> Compass  |   |
| <input type="checkbox"/> Matches in a waterproof container                      |   |
| <input type="checkbox"/> Aluminum foil  |   |
| <input type="checkbox"/> Plastic storage containers                             |   |
| <input type="checkbox"/> Signal flare   |   |
| <input type="checkbox"/> Paper, pencil  |   |

### Sanitation

- ☐ Toilet paper, towelettes\*
- ☐ Soap, liquid detergent\*
- ☐ Feminine supplies\*
- ☐ Personal hygiene items\*
- ☐ Plastic garbage bags, ties (for personal sanitation uses)
- ☐ Plastic bucket with tight lid
- ☐ Disinfectant
- ☐ Household chlorine bleach

## Clothing and Bedding

\* Include at least one complete change of clothing and footwear per person.

- |  |  |
|--|--|
| <input type="checkbox"/> Sturdy shoes or work boots* | <input type="checkbox"/> Hat and gloves    |
| <input type="checkbox"/> Rain gear*                  | <input type="checkbox"/> Thermal underwear |
| <input type="checkbox"/> Blankets or sleeping bags*  | <input type="checkbox"/> Sunglasses        |

## Special Items

Remember family members with special needs, such as infants and elderly or disabled persons.

### For Baby\*

- ☐ Formula
- ☐ Diapers
- ☐ Bottles
- ☐ Powdered milk
- ☐ Medications

### For Adults\*

- ☐ Heart and high blood pressure medication
- ☐ Insulin
- ☐ Prescription drugs
- ☐ Denture needs
- ☐ Contact lenses and supplies
- ☐ Extra eye glasses

- ☐ **Entertainment** — games and books.
- ☐ **Important Family Documents** — Keep these records in a waterproof, portable container.
  - \* Will, insurance policies, contracts, deeds stocks and bonds
  - Passports, social security cards, immunization records
  - Bank account numbers
  - Credit card account numbers and companies
  - Inventory of valuable household goods, important telephone numbers.
  - Family records (birth, marriage, death certificates)

## Home Hazard Hunt

In a disaster, ordinary items in the house can cause injury and damage. Anything that can move, fall, break or cause a fire is a potential hazard.

- ☐ Repair defective electrical wiring and leaky gas connections.
- ☐ Fasten shelves securely.
- ☐ Place large, heavy objects on lower shelves.
- ☐ Hang pictures and mirrors away from beds.
- ☐ Brace overhead light fixtures.
- ☐ Secure water heater. Strap to wall studs.
- ☐ Repair cracks in ceilings or foundations.
- ☐ Store weed killers, pesticides and flammable products away from heat sources.
- ☐ Place oily polishing rags or waste in covered metal cans.
- ☐ Clean and repair chimneys, flue pipes, vent connectors and gas vents.

## If You Need to Evacuate

- ☐ Listen to a battery powered radio for the location of emergency shelters. Follow instructions of local officials.

- ☐ Wear protective clothing and sturdy shoes.
- ☐ Take your Disaster Supplies Kit.
- ☐ Lock your house.
- ☐ Use travel routes specified by local officials.

### *If you are sure you have time ...*

- ☐ Shut off water, gas and electricity, if instructed to do so.
- ☐ Let others know when you left and where you are going.
- ☐ Make arrangements for pets. Animals may not be allowed in public shelters.

## Prepare an Emergency Car Kit

### Include:

- ☐ Battery powered radio and extra batteries
- ☐ Flashlight and extra batteries
- ☐ Blanket
- ☐ Booster cables
- ☐ Fire extinguisher (5 lb., A-B-C type)
- ☐ First aid kit and manual
- ☐ Bottled water and non-perishable high energy foods such as granola bars, raisins and peanut butter.

- ☐ Maps
- ☐ Shovel
- ☐ Tire repair kit and pump
- ☐ Flares

## Fire Safety

- ☐ Plan two escape routes out of each room.
- ☐ Teach family members to stay low to the ground when escaping from a fire.
- ☐ Teach family members never to open doors that are hot. In a fire, feel the bottom of the door with the palm of your hand. If it is hot, do not open the door. Find another way out.
- ☐ Install smoke detectors. Clean and test smoke detectors once a month. Change batteries at least once a year.
- ☐ Keep a whistle in each bedroom to awaken household members in case of fire.
- ☐ Check electrical outlets. Do not overload outlets.
- ☐ Purchase a fire extinguisher (5 lb., A-B-C type).
- ☐ Have a collapsible ladder on each upper floor of your house.
- ☐ Consider installing home sprinklers.

The Sedgwick County Emergency Management Department is happy to provide you with a copy of this brochure. It is our hope that each member of our community will become aware of the potential hazards Sedgwick County may face, take appropriate actions to learn about these hazards and prepare for them, and work together with others in their neighborhoods and communities. The best way to survive is to be prepared.

PREPAREDNESS BEGINS AT HOME!

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